



## WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

**Pamela Dugan, State Director**

147 Possum Trot Lane, Kearneysville, WV 25430  
Phone (304)661-1460 Email: [pdugan@frontiernet.net](mailto:pdugan@frontiernet.net)  
[www.fivepromises.wv.gov](http://www.fivepromises.wv.gov)

### **Application Process**

1. Site: Complete the Request For Proposal, email to [pdugan@frontiernet.net](mailto:pdugan@frontiernet.net) for approval
2. Site: Once you have been approved to Host a VISTA, all available candidate applications will be sent to you
3. Site: You may interview an applicant before they apply online or afterwards
4. If you know someone that would make a great candidate, remember all applicants must apply online at <https://my.americorps.gov/mp/listing/viewListing.do?id=46730&fromSearch=true>  
Then click on the link at the bottom of the page "Apply Now"
5. Applicant will fill out the 4 step questions and hit submit
6. An automatic email will be sent to applicant
7. Applicant will then need to check their email, and follow instructions; applicant will have 72 hours to complete their application.
8. Once their application is complete, the applicant will need to select service listing, search for **West Virginia's Promise-The Alliance for Youth** Project and/or any other VISTA projects around the country/state that they might be interested in. Also, applicants on the left side of the page, click references, fill in information, and please check the boxes related to the references you want to be viewed. Remember your **reference CANNOT** be your AmeriCorps Site Supervisor where you want to serve or an immediate family member.
9. An automatic email will be sent to Project Director-Pam Dugan stating you have submitted your application
10. Site: If you are aware of applicant applying please send the applicants name to WV's Promise Project director-Pam Dugan.
11. Citizenship documentation is required, see below page 3. This is completed online.
12. Project Director views application and can send the application electronically to the site supervisor, when references have completed their section
13. Site Supervisor is required to
  - a. check references
  - b. interview applicant
  - c. recommend applicant to Pam
14. If and when the site selects an applicant (please let Pam know if you want to recommend an applicant, send an email with applicants name stating you are recommending them)
15. Project Director-Pam Dugan is required to
  - a. Complete online sponsor evaluation form for that applicant
16. WV's Promise Project Director-Pam Dugan, recommends the applicant online
17. WV Corporation for National and Community Service (CNCS) reviews application online
18. CNCS accepts (as long as there are resources available) and offers the position to the applicant or declines the applicant for the project
19. Applicant must go back online to accept the offer

**To extend an offer to an applicant, all reference responses must be completed.**

**Questions pertaining to completing online application please contact:**

**Promise VISTA Leader: Kate Nelson, [kate.vistas@gmail.com](mailto:kate.vistas@gmail.com) 1-773-835-8344**

**Pam Dugan [pdugan@frontiernet.net](mailto:pdugan@frontiernet.net) 304-661-1460**



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If CNCS accepts, Applicant goes back online (where applicant initially accepted offer) before attending PSO and completes all additional paperwork. **Remember to hit the "SAVE" button after completing each one of these sections above.**

- Trainee Registration Profile
  - End of Service Option
    - ✓ "Segal AmeriCorps Education Award"
    - ✓ "Stipend"
  - Living Allowance
    - ✓ Direct Deposit
    - ✓ Tax Statements
    - ✓ Unpaid Compensation Information
  - W2
  - In Service Benefits
    - Life Insurance
    - V81 Form
    - Health Care
    - Child Care
  - Service Letters
- Before Pre-Serve Orientation (PSO) (June 1 or June 15) applicant and Site Supervisor will also need to complete the Terms, Conditions and Benefits online training at [www.VISTAcampus.org](http://www.VISTAcampus.org)  
Once you have completed the Terms, Condition and Benefits (please allow 90 minutes to complete)  
Please send an email stating you have completed TCB. VISTA's if there is a certificate please print and take a copy to PSO.



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### **Citizenship Documents**

*The eligibility requirements are more stringent for the education award.*

*To qualify for an education award, an individual must be a U.S. citizen, a U.S. national or a lawful permanent resident alien.*

*To qualify for a post service cash stipend, an individual need only be a legal resident of a state.*

Any member that re-enrolls will need to submit documentation that meets the new requirements. The Site will send an email confirming that they reviewed the required documentation for the re-enrollee and send the confirmation to the VMSU. **Please make copies and mail to me as soon as possible.**

### **Lists of Acceptable Documents**

#### **Required Documentation for a U.S. Citizen of U. S. National (education award eligible)**

- **Birth Certificate** showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands, OR (A U.S. birth certificate alone fully meets the requirements to serve in AmeriCorps VISTA and to receive an education award.) OR,
- US Passport- (a passport is issued only to U.S. citizens; it may be accepted as proof of U.S. citizenship even after its expiration date. In addition, accepting a U.S. passport is consistent with AmeriCorps State and National policy.) OR
- A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department, OR
- A certificate of birth-foreign service (FS 545) issued by the State Department, OR
- A certification of report of birth (DS-1350) issued by the State Department, OR
- A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service, OR
- A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

#### **Required Documentation for a Lawful Permanent Resident Alien (education award-eligible)**

- The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:
- Permanent Resident Card, INS Form I-551 ("Green Card"); OR
- Alien Registration Receipt Card, INS Form I-551, OR
- A passport indicating that the Immigration and Naturalization Service has approved it as temporary evidence of lawful admission for permanent residence. OR,
- A Departure Record (INS Form I-94) indicating that the Immigration and Naturalization Service has

#### **Required Documentation for Persons Legally Residing in a State (cash stipend-eligible)**

An individual who does not provide documentation of eligibility for the education award as stated above may still demonstrate eligibility to serve in AmeriCorps VISTA by providing proof of legal residency in a state. Previously this was satisfied by providing a copy of a Government issued photo ID (e.g, drivers license) and a social security card. On the effective date of this procedure change, an individual must provide government-issued photo identification and an immigration document demonstrating legal residency in a state. Examples include refugee status, asylum status, and temporary protected status. Consult with the State Office to ensure appropriate documentation for such individuals.